

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

OFFICE OF THE SENATE

16 DEC 12 PM 2:48

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Success Academy Charter Schools

Travel date(s): 10/21/16

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	Train Ticket (Round Trip): \$236 Car Service (Round Trip): \$19		Breakfast: \$10 Lunch: \$22	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended networking breakfast with parents, toured Success Academy Harlem 1 school, attended networking lunch at

Success Academy Upper West school with parents and teachers, and toured school and observed teacher and leader practices

12/12/16  
(Date)

Olga Jordan Hynes  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/12/16  
(Date)

Lamar Alexander  
(Signature of Supervising Senator/Officer)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

RECEIVED ON 10/19/16

16 SEP -9 PM 3:59

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Olga Jordan Hynes

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): Success Academy Charter Schools

Travel date(s): 10/21/16

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): New York City

Explain how this trip is specifically connected to the traveler's official or representational duties:

I work on education issues for Chairman Alexander, specifically handling charter schools and this trip will help better my understanding of day-to-day operations of charter schools, and observe two distinct high-performing charter school models in action.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/9/16  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Lamar Alexander hereby authorize Olga Jordan Hynes  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/9/16  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Success Academy Charter Schools
2. Description of the trip: Success Academy Charter Schools is inviting congressional staffers to come for a site visit to observe and tour two of our elementary schools
3. Dates of travel: 10/21/16
4. Place of travel: New York City
5. Name and title of Senate invitees: See attached form.
6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
~~OR~~  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
~~AND~~  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
~~AND~~  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Success Academy Charter Schools is the only sponsor of this trip and is solely responsible for arranging all logistics and conducting the trip on the day of the event.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Success Academy Charter Schools is a non-profit organization that manages high-performing charter schools in New York City. This trip will allow Congressional staffers to observe the innovative teaching and learning techniques employed inside Success Academy classrooms

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Success Academy Charter Schools sponsored a similar trip on January 29, 2016 for congressional staffers to come visit and tour one of our middle schools.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Success Academy Charter Schools regularly conducts professional development days for teachers, principals, and other education professionals. Success Academy is also engaged in educating the public and other stakeholders about innovative education methods and the need for education reform.

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$260.00		\$25.00	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip involves an event that is arranged specifically with regard to congressional participation.**

18. Reason for selecting the location of the event or trip

Staffers will travel to a Success Academy school to observe classroom education. The school is located in New York City.

19. Name and location of hotel or other lodging facility:

n/a

20. Reason(s) for selecting hotel or other lodging facility:

n/a

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expense for this trip will not exceed the per diem rate of the federal government, which is currently set at \$306.00 for New York City

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All staffers will travel via train from Washington DC to New York City. It will be coach transportation.

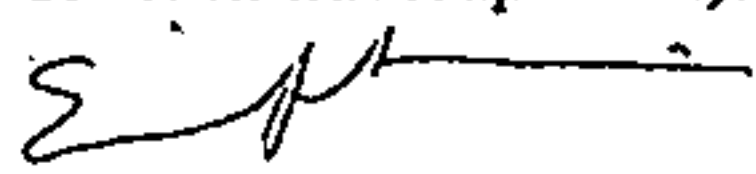
Staffers will use a cab service to get to the schools from the train station, and back.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Emily Kim, Executive Vice President for Policy and Legal Affairs

Name of Organization: Success Academy Charter Schools

Address: 95 Pine Street, New York, NY 10005

Telephone Number: 917-834-2893

Fax Number: 646-961-4730

E-mail Address: emily.kim@successacademies.org

The following is a list of ALL Senate employees who have been invited to this event pursuant to item 5 on the Private Sponsor Travel Certification Form issued by the U.S. Senate Committee on Ethics.

Morgan Brand, Legislative Aide  
Alyson Kelly, Legislative Correspondent  
Sarah Reingold, Legislative Correspondent  
Robert Moran, Deputy Director of Education Policy  
Amanda Beaumont, Education Counsel  
Peter Oppenheim, Educational Policy Director  
Lindsay Fryer, Senior Educational Policy Advisor  
Andrew LaCasse, Educational Policy Advisor  
Lauren Davies, Educational Policy Advisor  
Mike Gentile, Professional Staff Member  
Bryce McKibben, Policy Advisor  
Sarah Bolton, Education Policy Director  
Allie Kimmel, Education Policy Advisor  
Mark Lasich, Professional Staff Member  
David Cleary, Chief of Staff  
Christopher Toppings, Legislative Assistant  
Brett Layson, Legislative Assistant  
Pamela Davidson, Legislative Assistant  
Brian Looser, Legislative Assistant  
Natalie Burkhalter, Legislative Assistant  
Steve Townsend, Legislative Assistant  
Katie Neal, Legislative Assistant  
Crystal Martinez, Legislative Assistant  
Emily Smith, Legislative Assistant  
Eamonn Collins, Legislative Assistant  
Ashley Eden, Legislative Assistant  
Shawn Bills, Legislative Assistant  
Louis Katz, Legislative Assistant  
Brenna Barber, Legislative Assistant  
Brent Palmer, Legislative Assistant  
Gohar Sedighi, Legislative Assistant  
Brian Moulton, Legislative Assistant  
Jacqueline Thomas, Legislative Assistant  
David Cole, Legislative Assistant  
Courtney Asbill, Legislative Correspondent  
Claire Sanderson, Legislative Assistant

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6:00 AM-9:00 AM: Commute from DC to NY by train

**9:00 AM-10:00 AM: Commute by Car Service to Success Academy Harlem 1**

**10:00 AM-10:30 AM: Networking Breakfast with Principal Danique Loving & parents of Harlem 1.**

**11:10 AM-11:50 PM: Tour of School (Includes tour of 3 different classrooms; K-2 grades)**

**12:30 PM - 1:15 PM: Travel to Success Academy Upper West by Uber**

**2:15PM-2:50 PM: Tour of School (Includes tour of 3 different classrooms; 3-4 grades)**

**3:00 PM-3:30 PM: Q&A on classroom observations with leachers & leader**

**3:30 PM-3:45 PM: Closing Remarks by Jen Haynes & Emily Kim**

**4:00 PM-5:00 PM: Travel by Car Service to NY Penn Station**

5:00 PM-9:00 PM; Return commute from NY to DC by train



## **Hynes, Jordan (HELP Committee)**

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**From:** Kimberly Vanderhoef <kimberly.vanderhoef@successacademies.org>  
**Sent:** Wednesday, September 07, 2016 6:35 PM  
**To:** Hynes, Jordan (HELP Committee)  
**Subject:** Re: Success Academy Trip for Congressional Staffers  
**Attachments:** Senate Travel Ethics Form.pdf

Jordan,

Thanks for your email, and we'd love to have you participate in the event! I've attached the necessary ethics forms. To our understanding you are required to submit these forms to the Ethics Committee at least 30 days before the trip. Please let me know if you have any questions, and whether I can confirm your attendance on October 21.

Best,

Kimberly Vanderhoef  
Policy Advisor  
Success Academy Charter Schools  
C: 917 860 9954

95 Pine Street, Floor F  
New York, NY 10005

[successacademies.org](http://successacademies.org)

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On Wed, Sep 7, 2016 at 5:07 PM, Hynes, Jordan (HELP Committee) <[Jordan\\_Hynes@help.senate.gov](mailto:Jordan_Hynes@help.senate.gov)> wrote:

Hi Kimberly—I cover charter schools for Chairman Alexander and was told you're the best contact for the trip on October 21<sup>st</sup>. I'm hoping it's still possible to participate.

I look forward to hearing back from you about this,

Best—

Jordan

Ms. Jordan Hynes

Education Professional Staff

Chairman Lamar Alexander (R-TN)

U.S. Senate Committee on Health, Education, Labor and Pensions